



NOTICE OF JOB OPENING ACCOUNTS PAYABLE CLERK

Posting Date: May 2, 2016
Department: Finance
Reports to: Finance Director
Salary Range: Grade 7 (Salary Range \$15.13 – \$17.50 per hour with grade capping at \$22.33)
Position Type: Full-Time with great benefits
How to Apply: Applications available at bountifulutah.gov
BOUNTIFUL CITY APPLICATION REQUIRED
Submit application and resume either electronically or physically as follows:
Email: jobs@bountifulutah.gov
Mail or drop off address: Human Resources, 790 South 100 East, Bountiful, Utah 84010
Application Deadline: 12:00 P.M., Monday, May 16, 2016

Overview:

Under general supervision, performs a full range of accounts payable, office management assistance, some compliance and financial reporting, and other duties as assigned for the Finance Department.

Tasks:

Processes and pays all bills incurred by Bountiful City and the South Davis Recreation District. Acts as the first level of review for specific details such as appropriate general ledger number, available cash discounts, departmental approval, etc. Balances invoices to monthly vendor statements. Works with City and District departments to maintain a procedure for payments to be made on a timely basis. Audits completed travel, expense reimbursement, and purchase card reports. Prepares some basic general ledger account reconciliations and associated journal entries. Ensures collection of IRS W-9 forms and verifies accuracy of completed forms. Prepares IRS 1099 forms annually in an accurate and timely manner.

Establishes and maintains a system of control over the purchase and distribution of office supplies for the Finance Department. Responsible for distributing and reconciling petty cash advances. Responsible for quarterly sales tax reimbursement reviews and preparing the State reimbursement forms.

Assists in preparation of the monthly sales tax reports and prepares filing of the reports under the direction of the Assistant Finance Director. Prepares year-end balance sheet reconciliation for all accounts payable general ledger accounts to ensure proper cutoff dates are met. Prepares reports and assists the department with a variety of accounting procedures as assigned.

Assists with the audit process of the independent auditors as needed. Assists the Finance Director with archiving and destroying information in accordance with State and regulatory guidelines.

Minimum Knowledge, Skills, and Other Characteristics:

- Excellent verbal and written communication skills.
- Working knowledge of Microsoft Word, Excel, Outlook, and Adobe Acrobat.
- General computer knowledge and experience, and ability to learn new software programs.
- Ability to perform basic math and calculate discounts and percentages.
- Must have a positive attitude, be receptive to supervision, be able to work well with others, maintain confidentiality, and have a willingness to learn.
- Ability to multi-task and work through interruptions.
- Ability to lift up to 40 pounds without accommodation.

Qualifications:

- High school diploma, GED, or equivalent required.
- Associates Degree or Bachelor's Degree in Accounting, Business Administration, or Finance is preferred but not required.
- Type at least 40 words per minute and proficiently operate a 10-key calculator.
- 1 year accounts payable or general ledger accounting experience.